

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

**Instructions Relative to Determining Performance
Under the Provisions of the 1939 Agricultural Con-
servation Program and Price Adjustment Program
in the North Central Region**

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PART I. INTRODUCTION

The procedure to be followed in determining the extent of performance under the provisions of the 1939 Agricultural Conservation Program is as follows:

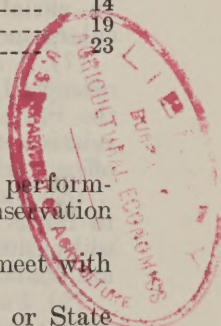
(1) Representatives of the North Central Division will meet with the State committee and field men.

(2) County meetings will be held at which a field man or State committeeman will discuss the determination of performance in the county with members of the county committee and prospective farm reporters.

(3) Farm reporters will be selected by the county committee with the approval of the State committee.

(4) Clerical assistants in the county office will prepare, for use by farm reporters, a farm report for each farm in the county for which

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a farm plan, Form NCR-303, has been signed, or for which the owner has otherwise requested inspection; and for each farm on which cotton is grown. All work assigned to farm reporters will be listed on the master office record. As used in these instructions, **farm report** means Form NCR-317a in Nebraska and South Dakota, and Form NCR-317 in all other States in the region. These two forms are exactly the same, except that two sections (IX and X) have been added to Form NCR-317a to provide space for data relating to farms in the wind erosion area.

(5) In each county farm reporters will inspect in connection with the following programs, the following farms:

- (a) The 1939 Agricultural Conservation Program-- All farms for which a farm plan, NCR-303, has been signed in section V, or for which the owner has requested inspection.
- (b) The 1939 Sugar Beet Program----- All farms for which "proportionate shares" have been established.
- (c) The Price Adjustment Program----- All farms for which a farm plan, NCR-303, has been signed in section I, or for which inspection has been otherwise requested.
- (d) Cotton Marketing Quotas----- All farms on which cotton is grown.

The farm report will be prepared in connection with the 1939 Agricultural Conservation Program, the Price Adjustment Program, and Cotton Marketing Quotas as described in part V of these instructions.

Form SB-302 will be prepared as described in SB-306 (NCR) for each farming unit with respect to which any person wishes to participate in the 1939 Sugar Beet Program.

(6) After the farm reports are returned to the county office, clerical assistants will compute acreages and review the recorded information. In aerial counties field acreages will be planimeted on photo enlargements.

(7) A spot check of the work done in the field and in the county office will be made by the North Central Division in cooperation with the State committee. Comparisons will be made to determine the relative efficiency of counties and individuals in doing both field and office work.

(8) Further determination of performance will be made with respect to farms on which, after the first check of performance, additional soil-building practices are carried out, or changes in crop or land uses are made, that will affect performance under the 1939 programs.

(9) Farm reports will be completed and summarized in the county office.

PART II. STATE PERFORMANCE PROCEDURE

The State committee will be responsible for the determination of performance in the State and will provide adequate assistance to county committees through district representatives. Educational work should begin in the State after the State committee and field men have

met with representatives of the North Central Division. The State committee, in organizing and conducting performance work, will:

(1) Supply adequate assistance and supervision to county committees.

(2) Arrange for necessary district and county schools covering all phases of performance work and including, in aerial counties, instruction in the use of photo enlargements and other aerial materials.

(3) Specify measuring equipment and issue supplementary instructions for measuring land and computing acreages.

(4) Examine the qualifications of farm reporters, clerical assistants, and planimeter operators.

(5) Assist the county committee in selecting and training personnel and take proper action whenever the work of a person employed by the county committee as a farm reporter, clerical assistant, or planimeter operator is below the standard established by the North Central Division.

(6) Conduct a spot check of the work done by farm reporters and make a systematic comparison of performance work among counties.

PART III. COUNTY PERFORMANCE PROCEDURE

Duties of county committee.—The county committee will be held directly responsible for the accurate and efficient determination of performance on farms in the county and will direct the work of farm reporters and clerical assistants not only in carrying out the performance instructions, but in explaining the agricultural conservation program to any farmer who may not have a clear understanding of its provisions and objectives.

The county committee, in organizing and conducting performance work in the county, will:

(1) Obtain the necessary measuring equipment for farm reporters.

(2) Direct the setting up of a master office record form and the keeping of such field and office records as are prescribed by the State committee.

(3) In cooperation with the State committee, select farm reporters.

(4) Supervise the training and work of farm reporters.

(5) Where necessary, designate with the approval of the State committee, persons to assist in the training of farm reporters.

(6) Provide for sufficient clerical assistants to maintain necessary records, check entries, and make computations on performance forms.

(7) Examine from time to time the work of each farm reporter, clerical assistant, and planimeter operator, and immediately provide for additional training for anyone not doing satisfactory work; and, if this does not bring his work up to the standard established by the North Central Division, replace him.

(8) Provide assistance for the State committee when the spot check is made of work done in the field.

Selection of farm reporters.—The county committee will submit to the State committee or its representative a list of prospective farm reporters with a statement of their qualifications. Such qualifications may include grades in a written examination, together with other evidence of ability to check performance. The State committee or its

representative will return to the county committee as soon as possible a list of those approved for work as farm reporters. Selection of farm reporters will be made by the county committee from those on the approved list.

Qualifications of farm reporters.—Persons selected as farm reporters should, during the time performance is being checked, devote the major part of their time to this work. In the selection of farm reporters, preference will be given to the committeemen and to persons who have done satisfactory work as farm reporters under previous agricultural conservation programs. However, other persons may be selected as farm reporters provided they live on, and assist in the operation of, farms that are participating in the agricultural conservation program in the county. Other qualifications which will be given careful consideration in selecting each farm reporter are:

(1) His standing and reputation for honesty and diligence in the territory where he will work.

(2) His understanding of the objectives of the program and his knowledge of the provisions of the program which apply in the county.

Training of farm reporters.—Farm reporters will be trained by members of the county committee, or by others designated by them, and approved by the State committee, or by its representative. In selecting persons to assist in this work, preference should be given to those who have done an efficient and accurate job of checking performance in previous programs. Any person selected to help the county committee train farm reporters should have a thorough knowledge of the performance procedure and the performance forms, the use of measuring equipment, and the provisions of the program that apply in the county. Also, he should know how to do a highly acceptable job of checking performance on the farm and should have the ability to impart his knowledge to others.

Before any person starts to work as a farm reporter the county committee will make certain that he has a general knowledge of the objectives and provisions of the program and that he is thoroughly familiar with the provisions of the program relating to the classification of crops, land uses, and soil-building practices common to the county. Also, before the farm reporter visits any farm, he should thoroughly understand the use of all performance forms and, in aerial counties, should know how to interpret photo enlargements. If a person is working as a farm reporter for the first time, he should be given instruction in the methods and equipment used in measuring fields.

When, in the opinion of the county committee, the farm reporter has been given sufficient training, he will be assigned farms to visit. Wherever necessary, a member of the county committee, or a person selected by them, should accompany the farm reporter when he starts to work, giving him instruction in the identification of fields and methods used in measuring. All new farm reporters should be given this assistance.

After the farm reporter has started to work, the county committee will carefully supervise his work and, whenever it is believed necessary, visit one or more farms to review his field identifications and measurements. If his work is not satisfactory, the farm reporter will

be given additional instruction; and if this does not bring his work up to standard, he should be replaced.

During the time that performance is being checked, a careful spot check of the work of farm reporters in all counties will be made by the State committee in accordance with procedure outlined by the North Central Division.

PART IV. COUNTY OFFICE RECORDS

The county office will maintain adequate records of all performance work and may adopt, or continue to use, any system of records approved by the State committee.

Master office record form.—A master office record form will be prepared in the county office in accordance with instructions issued by the State committee and will contain the following information:

(1) The farm number of each farm in the county, arranged in numerical order.

(2) The name and address of each owner of the farm.

(3) The name and address of each operator and each sharecropper of the farm.

(4) The name of the person assigned to inspect the farm, and date the assignment is made. Such entries will also be made whenever the farm is inspected a second time.

(5) The name of the person to whom the farm report is assigned for the purpose of making necessary corrections, and the date of assignment.

(6) Indication of whether—

(a) A farm report is returned to the county office for the farm;

(b) Such farm report has been completed;

(c) Further determination of performance is necessary.

(7) Indication of whether the farm was inspected in connection with—

(a) The 1939 Agricultural Conservation Program;

(b) The 1939 Price Adjustment Program;

(c) The 1939 Sugar Beet Program.

Farm reporter's daily report (Form NCR-County No. 6).—This form will be signed either by the chairman of the county committee, or by the secretary, and a supply furnished the farm reporter. At the close of each day's work, the farm reporter will complete and sign the form and mail it to the county office. Claim for compensation for a day's work will not be approved for any farm reporter unless a report for that day is on file in the county office.

In section I, the farm reporter will enter the name of the minor civil division in which he is working, the date for which the report is filled in, and the number of hours worked in connection with checking performance.

In section II, data will be entered only for farms which are visited on the day for which the report is filled in. The farm reporter will enter in column (1) the farm number of each farm visited. Then he will write **Yes** or **No** in column (2), depending on whether or not

he has obtained all necessary data on the farm report in connection with the first check of performance. The entry in column (3) will be **Yes** if on the day the farm is visited the farm report is mailed, or otherwise forwarded, to the county office. The entry in column (3) will be **No** if the farm report is held by the farm reporter. Column (4) will be used in aerial counties for photo enlargement numbers. In column (5) the farm reporter may enter information which he believes may be of value to the county office in determining the status of farm reports. For example, if the entry in column (2) is **No**, the farm reporter might indicate in column (5) that field measurements have not been completed, or that the signature of the operator has not been obtained. Also, he will indicate in this column the manner in which farm reports are forwarded to the county office.

In section III, data will be entered relating to farm reports which are forwarded to the county office on the date the daily report is filled in, but which were prepared prior to that date. These farm reports should be identified in the table by farm number and by operator's name.

Section IV provides space for listing new assignments received, for requesting additional supplies, and for furnishing any information relative to performance work which might be of interest to the county committee. If additional space is required, the back of the form may be used.

On days when the farm reporter does not work, he will fill in section I of the daily report, enter the words "Did not work" in section IV, sign the form, and forward it to the county office.

PART V. PREPARATION OF THE FARM REPORT

A. ENTRIES TO BE MADE ON FARM REPORTS IN THE COUNTY OFFICE BEFORE FARMS ARE VISITED

Before farm reporters visit farms, clerical assistants in the county office will make entries on farm reports as described in this part V for farms which will require inspection in connection with the agricultural conservation program; the price adjustment program for corn and wheat; and the cotton price adjustment program, and the cotton marketing quotas. **Entries made by clerical assistants on the farm report before it is used by the farm reporter will be made in red.**

Farm reports prepared for farms to be visited in connection with the corn or the wheat price adjustment program, or both of these programs, but not in connection with the agricultural conservation program, will be identified with the heading "Corn Price Adjustment Program," or "Wheat Price Adjustment Program," or both of such headings, written across the top of the form. Farms which will be visited in connection with the cotton price adjustment program, but not in connection with the 1939 Agricultural Conservation Program, will be identified by the heading "Cotton Price Adjustment Program" written across the top of the form. For farms which will be visited in connection with cotton marketing quotas, but not in con-

nection with the agricultural conservation program or the price adjustment program, the heading "Cotton Marketing Quota" will be written across the top.

Data for upper right-hand corner.—Enter in the appropriate spaces in the upper right-hand corner of the farm report the State, county, and minor civil division code numbers; the farm number or numbers; and, in counties using aerial photography, any aerial enlargement number relating to the farm covered by the farm report.

Data for section I.—For farms which will be visited in connection with the agricultural conservation program, enter in columns (b), (c), and (d) the name, relation to the farm, and address of each person sharing the crops, contributing to soil-building practices, or having an interest in the restoration land, when such information is available in the county office. For farms which will be visited only in connection with the price adjustment program or cotton marketing quotas, enter in columns (b), (c), and (d) the name, relation to the farm, and address of each person sharing in the corn, wheat, or cotton crop when such information is available in the county office.

Identification of farm in section II.—Enter in item 1 the location of the farm. Enter in item 2 the total acreage in the farm and, if necessary for adequate identification, the legal description. If this description is too extended, it should be summarized.

Data for section IV.—Data for this section will be entered only for farms participating in the agricultural conservation program. Enter in item 11, column (h), the acreage of cropland on the farm. This entry will be obtained from column (6) of NCR-309, Listing Sheet, or if there is no entry in column (6), from column (5).

Enter in column (i) the State committee approved 1939 acreage allotments, which will be obtained from the appropriate columns of NCR-309 for all crops except sugar beets. The "proportionate share" of sugar beet acreage for the farm may be entered in item 8, column (i), from records in the county office. If the farm is designated in section IV of NCR-303 as a non-corn-allotment, non-wheat-allotment, or non-general-allotment farm, and is eligible to be so designated, enter the letters "NA" in column (i) for each of the applicable items 1, 2, and 6 (above the xxx).

Enter in column (j) the State committee approved 1939 productivity or yield obtained from the appropriate columns of NCR-309.

The farm reporter will be furnished with the following forms for use in checking performance:

(1) Tracings of maps of the farm or farm plans, Forms NCR-303, for all farms assigned to him. Where tracings of maps are used, it will be necessary to indicate that acreage of wheat in excess of the wheat allotment which has been designated on the farm plan for disposition. The map of the farm will be used in locating fields, assigning field letters, and determining acreages.

(2) Farm reports which have been partially prepared in the county office as described in this part V.

(3) A supply of Forms SB-302 for use in connection with the 1939 Sugar Beet Program.

(4) A supply of farm reporter's daily report forms.

B. ENTRIES TO BE MADE ON FARM REPORTS BY FARM REPORTERS AT THE TIME FARMS FOR WHICH AN INSPECTION HAS BEEN REQUESTED ARE VISITED IN CONNECTION WITH THE 1939 AGRICULTURAL CONSERVATION PROGRAM

The farm reporter will make entries on the farm report in black for the first check of performance, and in a color other than red or black for any additional check of performance.

Entries made on the farm report in the county office will be verified by the farm reporter who inspects the farm, and, where necessary, suitable corrections will be made. In making corrections the farm reporter will draw a line through the original entry, place the correct entry above or beside the original entry, and initial the correction.

At the time inspection of fields is made the farm reporter will enter 1939 field letters on the map of the farm as follows: Beginning with the letter A in the northwest corner of the map, letter alphabetically to the east boundary. Then drop to the second tier of fields and letter from east to west. Repeat this procedure until letters have been assigned to all fields. Identify all noncrop open pasture with the letter Y, and farmstead, roads, lanes, waste land, etc., with the letter X.

The map of the farm will show 1939 field boundaries and either acreages or measurements for computing acreages for all land devoted in 1939 to a soil-depleting crop or use. If 1939 field acreages are not shown on the map, the farm reporter will make whatever measurements are necessary for computing them and place such measurements on the boundaries and within the angles of the respective fields. The farm reporter will make such changes in the map of the farm as are necessary to insure that the fields shown on the map represent the fields from which 1939 acreages will be computed. In making such changes, the farm reporter will use a color which is different from any other color previously used on the map. Farm reporters will not compute acreages from their measurements.

The farm reporter will consider as a field any tract of land devoted to a crop or land use, or to a soil-building practice, which is different from that of contiguous land within the same boundaries. Thus, if oats are planted on a 40-acre tract within the same boundaries, and 25 acres of such tract are harvested for grain, and 15 acres are pastured so that the oats do not mature as grain and are not cut for hay, such tract will be considered as comprising two fields.

Also, the farm reporter will consider as a field any tract of land with respect to which the division of the crop or the contribution to any soil-building practice is different from that of contiguous land within the same boundaries. For example, if barley is harvested for grain from a 50-acre tract, and if the barley crop on 30 acres of such tract is divided between the owner and the tenant on a 50-50 basis, and if on the remaining 20 acres all of the crop goes to the owner, the two such acreages of barley will be considered as separate fields.

A tract of land devoted to the production of one crop, one land use, or one soil-building practice, will be regarded as two fields if it is divided by a lane, fence, or other permanent boundary. Thus, if corn

is grown on a 50-acre tract which is divided by a fence, each part of the tract will be considered as a separate field.

An acreage of land which is devoted in 1939 to a mixture containing approximately an equal proportion of wheat and flax will be divided between the two crops in equal portions.

An acreage of land which is devoted at the same time in 1939 to two or more crops planted in alternate rows or hills will be regarded as one field, but will be divided among the crops on the basis of that fractional part of the land devoted to each.

Data for section I.—The farm reporter will verify entries appearing in this section which were made in the county office and make any corrections and additional entries. The farm reporter will make no entries in column (a). Enter in columns (b), (c), and (d) the name, relation to the farm, and address of each person sharing in the crops, contributing to the soil-building practices, or having an interest in the restoration land, if such entries were not made in the county office. Enter in column (e) the number of other farms located in this county (**excluding the farm being inspected**) with respect to which each person is entitled to receive all or a share of the crops, contributes to the soil-building practices, or has an interest in the restoration land. Enter in column (f) the farm number or the name of the operator for each of the farms indicated in column (e). In case there is not sufficient space to enter such information, no entry will be made and the person having an interest in such farms will be required to furnish a separate list indicating the names of the operators and the location of the farms. Enter in column (g) the number of other farms located in this State (**excluding the farms in this county**) with respect to which each person is entitled to receive all or a share of the crops, contributes to the soil-building practices, or has an interest in the restoration land. Enter in column (h) the number of farms located outside of this State with respect to which each person is entitled to receive all or a share of the crops, contributes to the soil-building practices, or has an interest in the restoration land.

Data for section II.—The farm reporter will verify the entries made in the county office and make necessary corrections.

Data for section III—1939 history of fields.—The farm reporter and the farm operator will visit and inspect all fields on the farm and jointly estimate the acreage. Each field should be considered in turn, beginning at the northwest corner of the farm with field A. The farm reporter will then enter in column (d) the crop planted or the land use, followed by the disposition made of the crop or a description of the use made of the land.

For example, a field planted to corn might be described in column (d) as "Corn for silage," "Corn for forage," "Corn hogged down," or as "Corn sown and plowed under as green manure." A field planted to oats might be described as "Oats for grain," "Oats for hay—good stand of sweet clover," "Oats pastured—grain formation prevented and not cut for hay," or as "Oats plowed under as green manure."

The description of a field summer fallowed might be "Fallow—wind eroded," or "Fallow—erosion controlled." The name of the type of

tobacco, such as "Burley" or "Dark air-cured," should be indicated when an entry is made for tobacco.

In the commercial corn area, entries for sweet corn should indicate whether such crop is: (1) Contracted to be sold for canning or freezing, (2) sold for canning, roasting ears, or freezing, (3) sold or used as seed, or (4) grown in a home garden for use on the farm. In the commercial corn area, entries for popcorn should indicate whether such crop is: (1) Sold for popcorn, (2) to be used as seed, or (3) grown in a home garden for use on the farm.

In that part of the commercial potato area which is not in the commercial vegetable area, if a potato allotment is not established for the farm, indicate: (1) The acreage of potatoes for market, and (2) the acreage for use on the farm.

If a field is seeded to cotton in 1939, indicate whether or not such crop has reached the stage of growth at which bolls are first formed.

If a field is planted to two or more crops for harvest in 1939, enter the name of each crop and indicate the disposition made, or to be made, of each crop.

Enter in column (e) a complete description of each soil-building practice carried out and a description of the evidence offered to substantiate such practice. Where small grains are used as a nurse crop for legumes or perennial grasses and cut green for hay, indicate whether or not there is a good stand of the legumes or grasses, and if there is not a good stand, the reason or reasons will be fully given in section VIII. In the wind erosion area, where biennial or perennial legumes or perennial grasses are seeded alone on a farm on which flax is planted, indicate whether or not there is a good stand of the legumes or grasses, and if there is not a good stand, the reason or reasons will be fully given in section VIII.

Written evidence may consist of certificates of origin, certificates by threshers or combine operators, or purchase receipts, and where required, will be attached to the farm report. Such evidence will be required in the following cases:

(1) If at the time of checking performance there is not a sufficient stand of legumes or grasses, and the farm reporter is not convinced that a sufficient quantity of such seed was properly seeded.

(2) If the seedings are of red clover or alfalfa, or mixtures containing red clover or alfalfa, and the farm reporter is not convinced that the seed used was of approved origin.

(3) If at the time of checking performance other soil-building practices are not evident by visual inspection, and the farm reporter is not convinced that they have been carried out.

The farm reporter will ascertain whether any portion of the labor, seed, trees, and materials used for any soil-building practice was furnished free by any Federal or State agency, and indicate on the appropriate line in column (e) the percentage so furnished.

The farm reporter will not use more than one line for the description of a single field merely because such field is devoted to more than one crop, land use, or soil-building practice. However, if, with respect to a single field, a crop or the contribution of labor and material to a soil-building practice is divided in a different proportion

from any other crop, or any other contribution to a soil-building practice on the field, enter the description for such crop or soil-building practice on a separate line. For example, if the owner and tenant share in the oats harvested on a field on a 50-50 basis but the owner contributes only 25 percent of the material and labor to the application of limestone, "Oats for grain" will be entered on one line in column (d) and "15 tons limestone applied September 18" will be entered in column (e) on the following line.

The estimated acreage for the field being inspected will be entered in column (a). In case the acreage for this field is entered on the map of the farm, it should be transferred as the estimated acreage. Where no acreage is entered on the map of the farm, the farm reporter and operator should jointly estimate the field acreage. If the farm reporter and the operator do not agree on the acreage, the operator's estimate will be entered in column (a), and the farm reporter will measure the field and enter the measurements of the respective boundary lines of the field on the map of the farm, except for X or Y land, in which case the operator's estimate will be entered in column (a) and the farm reporter's estimate entered in column (c). In addition, measurements will be made for all soil-depleting crops for which acreages have not been entered on the map. The farm reporter will make no entries in column (f) or (g).

Enter in the space at the top of a subcolumn in column (h) the initials of each person who receives a share of the crops, or who contributes to a soil-building practice, or who has an interest in the restoration land, on the farm in 1939. If two persons have the same initials, indicate their names in a footnote. Enter in the appropriate column the percentage share which each person has in the crop, or the percentage of labor and material he contributed to the soil-building practice, or the percentage he contributed to the restoration land goal and to the carrying out of restoration land measures. In determining percentage shares of a soil-building practice where two or more persons contributed to the carrying out of such practice, each person contributing to the practice will be deemed to have contributed equally to the units, unless the persons establish to the satisfaction of the county committee that their contributions are not in equal proportion.

For corn-allotment farms on which there was no acreage planted to corn in 1939, determine whether or not corn was planted on the farm in 1938, and if corn was not planted in 1938, determine whether failure to plant corn was due to drought or flood. The same determination should be made with respect to wheat for wheat-allotment farms.

The procedure previously described will then be followed for each field in alphabetical order as lettered on the map of the farm. In addition, the following instructions will be followed in filling out this table.

Column (a).—The acreage will be entered only once for each field in order that there be no duplication of acreage. Such acreage will be entered on the line where the field letter first appears.

After the estimates have been entered in column (a) for all fields on the farm, the farm reporter will add the figures in the column. The total should agree with the entry in item 2 of section II. If this

is not the case, the farm reporter with the operator should reestimate the field acreages in question so that they equal the total acreage in the farm as shown in item 2, section II.

Column (b).—Enter in alphabetical order the 1939 field letters assigned to the fields in the farm. The letter for each field will be repeated on separate lines in this column as many times as crop uses or soil-building practices are entered on separate lines in columns (d) and (e) for the field.

Column (c).—The farm reporter will make entries in column (c) only when he and the operator do not agree on the estimated acreage of X or Y land.

Data for sections IV, V, and VI.—The farm reporter will make no entries in these sections.

Data for section VII, certifications.—The farm reporter will obtain the signature of the owner or operator, and, wherever practicable, the signatures of all persons eligible to share in the payments. The farm reporter will review the entries in sections I to III, inclusive, with any person who signs the farm report, to make certain that such person is satisfied that the entries are correct. The date will be entered for each signature in the space provided.

It should be pointed out by the farm reporter to any person signing the farm report that only one check of performance will be made in 1939, unless additional soil-building practices are carried out, or changes in land uses are made, which will affect the performance and such person immediately notifies the county committee in writing, so that further check of performance may be made.

The farm reporter will enter the dates of inspection and sign in the spaces provided for his signature.

Data for section VIII, remarks.—The farm reporter should use this section to enter necessary remarks regarding the check of performance for the farm. In addition, the following specific information will be entered in this section:

In cases where it is necessary to give the reasons why a good stand of biennial or perennial legumes or perennial grasses was not on the field at the time performance was checked, enter a complete statement covering all of these reasons, such as "Red clover seeded with wheat drowned out," or "Alfalfa seeded with oats affected by drought and destroyed by grasshoppers—operator cooperated with grasshopper control program."

If in the opinion of the farm reporter certain fields of the farm should be reinspected either because additional soil-building practices will be carried out or because changes will be made in crop or land uses which will affect the performance under the 1939 programs, he will enter the field letter of any such field, and the reasons for reinspection.

The farm reporter will inquire whether any changes were made in the 1939 leasing agreement from that of 1938, or whether there was any reduction from the 1936-38 average number of share tenants or sharecroppers on the farm which would increase the proportion of the landlord's payment, or whether any scheme or device has been employed by any person the effect of which is to deprive another of a payment to which he normally would be entitled. Any such changes should be noted and fully explained.

If any crop for which payment will be computed is not grown on the farm in 1939, or if due to crop failure the acreage of the crop is reduced sufficiently to affect materially the share of any person in the crop, the farm reporter will list the field letter, the name and acreage of the crop not grown, the acreage of crop failure, and the percentage division of the crop if it had been planted and harvested.

In case an acreage of wheat in excess of the wheat allotment is designated on the farm plan for disposition, the farm reporter will enter the date and method of disposition.

Section IX—data pertaining to farms in the wind erosion area.—Entries for data pertaining to farms in the wind erosion area will be made only for farms in those counties in Nebraska and South Dakota which are designated as being within the wind erosion area. For these items the farm reporter will estimate acreages by using measurements made on adjoining cropland and by visual inspection.

Additional check of performance.—The farm reporter will make a second visit to farms which require further check of performance because additional soil-building practices have been carried out or because changes in land uses have been made which will affect the performance under the 1939 programs. At the time of the second inspection, entries will be made in a different color from that used for the first inspection. In cases where a change has been made in a crop or land use or where an additional soil-building practice has been carried out which requires the division of a field into two or more parts, such parts will be distinguished by adding numbers to the original field letter. Thus, if it is necessary to divide field A into two parts, the two parts would be identified as field A₁ and field A₂.

C. ENTRIES TO BE MADE ON FARM REPORTS BY FARM REPORTERS FOR FARMS REQUIRING AN INSPECTION IN CONNECTION WITH THE PRICE ADJUSTMENT PROGRAM FOR CORN OR WHEAT

Farm reporters will prepare farm reports bearing either or both of the notations "Corn Price Adjustment Program" or "Wheat Price Adjustment Program" by filling in the following sections:

Section I.—Enter in columns (b), (c), and (d) the name, relation to the farm, and address of each person receiving a share of the corn or wheat crop. If entries were made in these columns in the county office, they will be verified and corrected where necessary. No entries need to be made in columns (a), (e), (f), (g), and (h).

Section II.—Verify all data shown in this section and make corrections where necessary.

Section III.—Enter the data required in columns (a), (b), (d), and (h) for corn or wheat. No entries need be made in columns (c), (e), (f), and (g), nor need any data be entered in any columns for crops or land uses other than corn or wheat. If corn or wheat was not planted for harvest in 1939, the farm reporter will determine if either of such crops was planted for harvest in 1938 and enter the required information in this section. In case an acreage of wheat in excess of the wheat allotment is designated on the map of the farm for disposition, the farm reporter will enter the date and method of disposition in this section. If corn or wheat was not planted for harvest on the farm in 1938 or 1939 because of flood or drought, the farm reporter will enter such information in this section.

Section VII.—In item 1 the farm reporter will delete all of the matter contained in the certification following the semicolon appearing in the first line after the word "correct." The signature of the owner or operator will be obtained, and the date such person signs will be entered in the space provided.

In item 2 the farm reporter will sign and enter the date of his signature in the space provided.

D. ENTRIES TO BE MADE ON FARM REPORTS BY FARM REPORTERS FOR FARMS REQUIRING AN INSPECTION IN CONNECTION WITH THE COTTON PRICE ADJUSTMENT PROGRAM AND COTTON MARKETING QUOTAS

Farm reporters will prepare farm reports bearing the notation "Cotton Price Adjustment Program" or "Cotton Marketing Quota," in accordance with the instructions pertaining to the preparation of the farm report for farms participating in the corn and wheat price adjustment program, except that entries will be made only for cotton and the information required in columns (e), (f), (g), and (h) of Section I will be entered.

E. ENTRIES TO BE MADE ON FARM REPORTS IN THE COUNTY OFFICE AFTER FARMS ARE VISITED IN CONNECTION WITH THE 1939 AGRICULTURAL CONSERVATION PROGRAM

Review of the farm report in the county office.—After the farm report is returned to the county office, all entries will be checked for completeness and accuracy. For the purpose of this review a check sheet should be used.

Entries which are not clear, complete, and accurate, should be indicated on the check sheet to inform the farm reporter what additional or corrected information is needed. The farm report and the check sheet will then be returned to the farm reporter with sufficient instruction to enable him to explain, complete, or correct entries in doubt. Original entries made on a farm report will not be erased. In making corrections a line will be drawn through the original entry, the correct entry will be placed above or beside the original entry, and the correction will be initialed by the farm reporter.

Farm reports which are forwarded to farm reporters for correction will be returned to the county office within a reasonable length of time.

Section I.—Entries in column (a) will be made after application serial numbers are assigned. Instructions for assigning serial numbers are contained in NCR-323. Enter in this column the application serial number for each person whose name appears in column (b) for whom an application for payment will be prepared. Enter "X" in this column opposite the name of each person appearing in column (b) for whom no application will be prepared.

Section III.—After the farm report and the map of the farm have been checked and it has been determined that such forms are satisfactory, clerical assistants will transfer to section III, column (c), the acreage of each 1939 field which is identical with the acreage of such field measured and calculated in connection with previous agricultural conservation programs. The field acreages will be computed for

all fields which were measured in 1939 and entered in section III, column (c). The acreages of fields of X and Y land will also be transferred from column (a) to column (c), except the acreages of fields which the farm reporter and the operator disagreed upon and the farm reporter has previously entered his estimate in column (c). The figures in column (c) will then be added, and this total and the total acreage of the farm shown in section II, item (2), should be the same.

If any Federal or State agency has contributed one-half or more of the total cost of carrying out any soil-building practices on the farm, entries will not be made in columns (f) and (g) for these practices. If any Federal or State agency has contributed to the carrying out of any practice on the farm and the contribution is less than one-half of the total cost of carrying out such practice, one-half of the extent of such practice will be entered in column (g). The term "State agency" as used here does not mean a State agency that operates the farm or share-rents the farm to another person and contributes to the carrying out of soil-building practices on the farm.

The practice numbers entered in column (f) will be the soil-building practice numbers set forth in section 7 of NCR-301. Thus, if "alfalfa" appears in column (e), the entry in column (f) will be "6."

The entry in column (g) will be the number of units for each practice. The amount of any soil-building practice, or its equivalent, which counts as one soil-building practice unit will be obtained from section 7 of NCR-301. Thus, if 10 acres were seeded to alfalfa, the entry for column (g) will be "20."

Add all entries in column (g) and enter the total at the bottom of the column.

All computations pertaining to entries to be made in section III, columns (c) and (g), will be carried to three decimal places and before entering they will be rounded to one decimal place. If a computation results in a number which contains more than three decimal places, disregard all figures beyond the third decimal place. In rounding numbers to one decimal place, fractions amounting to fifty thousandths (0.050) or less shall be dropped and fractions amounting to fifty-one thousandths (0.051) or more shall be considered as a tenth of a unit.

Section IV—Summary of farm data, allotments, and productivity.—The term "special crop," as used in these instructions, means any of the following:

- (1) Cotton.
- (2) Sugar beets.
- (3) Tobacco.
- (4) Wheat, if the farm is a wheat-allotment farm; or if the farm is a non-wheat-allotment farm and more than 8 acres are classified as having been planted to wheat.
- (5) Corn, if the farm is a corn-allotment farm; or if the farm is a non-corn-allotment farm in the commercial corn area, and more than 8 acres are classified as having been planted to corn.
- (6) Commercial vegetables, if a commercial vegetable allotment is established for the farm; or if the farm is in the com-

mercial vegetable area and more than 3 acres are classified as commercial vegetable.

(7) Potatoes, if a potato acreage allotment is established for the farm; or if the farm is in the commercial potato area and is not in the commercial vegetable area, and there are more than 3 acres of potatoes for market.

The term "general crop," as used in these instructions, means any acreage of soil-depleting crops which is not classified as devoted to a "special crop."

Acreages of corn, wheat, potatoes, and commercial vegetables will be entered in section IV on lines 1, 2, 4, and 5, respectively, even though such crops are classified as general crops. Where a potato allotment is not established for a farm located in the commercial vegetable area, any acreage planted to potatoes will be entered on line 4.

The word "idle" will be entered in large letters in section IV for any farm which was idle in 1939. The county committee shall determine whether a farm should be regarded as idle in 1939 in accordance with the usual meaning of the term in the community. The county committee should regard as idle any farm on which normal cropping operations are not carried out during the 1939 crop year. Normal cropping operations will not be deemed to be carried out on a farm in 1939 if the sum of the following acreages is less than one-half of the acreage in the total soil-depleting acreage allotment: (1) the acreage upon which a crop is seeded for harvest in 1939; (2) the acreage of volunteer crops harvested in 1939; (3) the acreage summer fallowed in 1939; (4) the acreage seeded or devoted to tame grasses or legumes in 1939; (5) the acreage seeded in 1939 to small grains for pasture: Provided, that a farm upon which normal cropping operations were not carried out will not be regarded as idle if the State committee determines that the carrying out of normal cropping operations was beyond the control of the farmer.

If any part of the cultivated acreage on a farm in the wind erosion area is allowed to become a wind erosion hazard in 1939 because of the failure to carry out approved wind erosion control measures, the only entry which will be made in section IV will be "failed to carry out wind erosion control measures," and in such cases no entries will be made in sections V and VI.

For all other farm reports completed, obtain the acreage entries for section IV, columns (b) to (g), inclusive, from section III, column (c). Only the acreages of fields which are classified as soil-depleting and commercial orchards will be entered in section IV. In order to determine what acreages are classified as soil depleting, section 6 of NCR-301 must be followed. For each crop or land use listed in column (a), enter on the same line in columns (b) to (g), inclusive, the acreages of the fields devoted to such crop or land use.

Enter in line 3 of column (a) the type of tobacco planted on the farm. If two types of tobacco were planted on the farm, and no entries will be made for one of the other crops, strike out the name of the crop in column (a) and enter on such line in column (a) the word "tobacco" and the type of tobacco.

In cases where (1) wheat, on a non-wheat-allotment farm, oats, barley, rye, emmer, speltz, or mixtures of these crops (including mixtures containing wheat on any farm) is harvested for hay and

used as a nurse crop for legumes or perennial grasses; (2) flax is used as a nurse crop for biennial or perennial legumes or perennial grasses, and in the wind-erosion area where flax is matched acre for acre with a good stand of biennial or perennial legumes seeded alone in 1939 or perennial grasses seeded alone after November 1, 1938, or in 1939—and there was not a good stand of such legumes and grasses at the time performance was checked, the county committee will determine whether the absence of a good stand was due to failure to make seedlings in a workmanlike manner or whether it was due to (a) flood or drought conditions which prevented the establishment of a good stand on farms generally in the community, or to (b) grasshoppers or other insects, and the farm operator had made every reasonable effort to prevent damage by such insects including in any event cooperation in the insect control programs of the Bureau of Entomology and Plant Quarantine in any area in which such programs are in effect. In making this determination the county committee should consider the area within the county affected by flood, drought, or insect infestation, and whether good stands were secured on similar types of soil by other farmers in the community. If it is determined that the absence of a good stand was due to flood, drought, or insect infestation, and the seedlings were made in a workmanlike manner, the acreage of small grain or flax will be classified as nondepleting.

If any field is planted to a general crop and such field is classified as having been devoted to a special crop, do not make any entry for such general crop. If any field is planted consecutively to two general soil-depleting crops in 1939, such field will be classified as devoted to the first planted general crop, and no entry will be made for the last planted general crop.

If a field is classified as devoted to more than one special crop, enter the acreage of the first special crop in one of columns (b) to (g), and the acreage of the second in column (a).

If a potato allotment is not established for a farm in the commercial potato-producing area and the farm is not in the commercial vegetable area, and the farm has more than 3 acres of potatoes for market, enter the acreage of potatoes for market in column (b), item 4; circle such entry; and use columns (c) to (g) for any entries relating to the acreage of potatoes not for market. If there are not more than 3 acres of potatoes for market, use columns (b) to (g) for any entries relating to acreages planted to potatoes and do not circle any of such entries.

The acreage deemed to be planted to corn will be that acreage defined in NCR-301, section I, item 14.

The acreage deemed to be planted to wheat will be that acreage defined in NCR-301, section I, item 15, excluding from such definition any acreage of land seeded to wheat in excess of the wheat allotment for the farm which has been designated on the farm plan for disposal and disposal was made before May 1, 1939, in Iowa, Missouri, Nebraska, and South Dakota and before May 20, 1939, in Indiana, Illinois, Michigan, Minnesota, Ohio, and Wisconsin.

In the case of potatoes, commercial vegetables, or sugar beets, the planted acreage will be the seeded acreage. Where a potato allotment is not established for a farm located in the commercial vege-

table area, the acreage planted to potatoes will be included in the commercial vegetable acreage.

The acreage deemed to be planted to general crops and tobacco will be that acreage classified as soil depleting in NCR-301, section 6.

The acreage deemed to be planted to cotton will be that acreage defined in NCR-301-Cotton, section I, item 27.

Enter in column (h) the total of all entries on the same line in columns (a) to (g), inclusive. Add the entries in items 1 to 8, inclusive, of column (h), and before entering the total on line 9, subtract the total of all entries in column (a).

Section V—summary of division of payments.—In addition to this section the Supplement to the Farm Report, NCR-317b, must also be prepared in the following cases, unless Form ACP-95 was prepared for the farm and percentage entries made in section II of ACP-95:

(1) Where more than two persons share in the soil-depleting crops, other than sugar beets, on the farm, or where more than two persons have contributed to the carrying out of soil-building practices on the farm, or where more than two persons have contributed to the acreage of restoration land on the farm.

(2) Where there is more than one field on the farm of any special crop and such crop in one field is divided differently from that in another field.

(3) Where there is more than one field on the farm of general crops and the general crop in one field is divided differently from that in another field.

(4) Where more than one soil-building practice is carried out on the farm and the share which one person contributed to the carrying out of one of such practices differs from the share which such person contributed to the carrying out of another of such practices. For the purpose of this item (4) the carrying out of the same practice twice on the same field or the carrying out of the same practice on two different fields will be regarded as two different practices.

(5) Where restoration land is located on more than one field on the farm and the share of one person in the restoration land on one field differs from the share of such person in the restoration land of another field.

Enter in item 3, column (a), of section V the name of the type of tobacco. For farms in the wind-erosion area on which a restoration land goal has been established, strike out one of the items in column (a) which is not used and substitute the words "Restoration land."

Enter in the spaces provided in the heading in column (b) the initials of each person sharing in the soil-depleting crops, exclusive of sugar beets, contributing to the carrying out of soil-building practices or having an interest in the restoration land.

Where it is not necessary to prepare the supplement to the farm report, obtain the entries for column (b) from section III, column (h), except in cases where corn, cotton, wheat, tobacco, potatoes, commercial vegetables, or general crops are not harvested in 1939 or where the county committee finds that due to crop failure the

acreage of such crops was reduced sufficiently to affect materially the division of payments or deductions. In such cases the percentage of each person with respect to each such crop will be the percentage which the county committee determines would have been such person's percentage of such crop if such crop had been harvested on the farm in 1939 or if the acreage of such crop had not been so reduced.

Where it is necessary to prepare a supplement to the farm report, the entries for column (b) will be obtained from that form after it has been prepared as described in part VII, except that the entries for column (b) will be obtained from Form ACP-95 if such form has been prepared for the farm and percentage entries made in section II of ACP-95.

Section VI—acreage not planted because of flood or drought.—No entries will be made in this section.

Section X—summary of data pertaining to farms in the wind-erosion area.—Make entries in section X only for farms in the wind-erosion area. Obtain entries for lines 1 and 4, column (b), from available sources of information in the county office. Obtain the entries for line 3, column (b), from item 3, section IX. Obtain the entries for lines 1, 3, and 4, column (c), from items 1, 4, and 5, respectively, of section IX. Obtain the entry for lines 1, 3, and 4, column (d), by subtracting the entry in column (c) from the entry in column (b). If the entry in column (c) is equal to or greater than the entry in column (b), make no entry in column (d). Obtain the entry for item 2, column (d), from item 2, section IX.

PART VI. CHECKING PERFORMANCE IN AERIAL MEASUREMENT COUNTIES

The instructions in the other parts of this NCR-315 apply to aerial counties except as specifically modified in this part VI.

Additional instruction in aerial counties.—In addition to the instructions in part III, the county schools of instruction will provide training in—

(a) The marking of farm and field boundaries, the placing of farm numbers, and the lettering of fields on the enlargement.

(b) The use of landmarks, such as trees or bordering field divisions, as shown on the enlargement, to obviate the necessity of additional measurements.

(c) The procedure for indicating changes in boundaries.

Selection and training of planimeter operators.—The county committee in cooperation with the State committee will provide for the selection and training of planimeter operators who will determine field acreages in the county office. No person should be recommended by the county committee for this position unless it is evident that he clearly understands planimetry and has demonstrated his ability to do this type of work. At the close of the training school the county committee will submit to the State committee, or its representative, for approval a list of the persons recommended as planimeter operators. A list of the persons approved to act as planimeter operators will be returned to the county office as soon as possible.

County office procedure.—Enlargements, together with a county enlargement index map showing the number of the enlargement

covering each section in the county, will be transmitted by the State committee to each aerial county.

Township enlargement index maps for the use of farm reporters may be prepared by tracing from the county enlargement index map. Areas in more than one township should not be assigned to one farm reporter unless absolutely necessary.

The following form should be prepared in the county office for the purpose of maintaining a record of enlargements assigned. Additional columns may be added if necessary.

Record of photo-enlargement assignments

| En- large- ment No. | Assigned to— | | Date re- turned | Next assigned to— | | Date re- turned |
|------------------------------|--------------|------|-----------------------|-------------------|------|-----------------------|
| | Name | Date | | Name | Date | |
| (1) | (2) | | (3) | (4) | | (5) |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Column (1).—Enter by townships or in numerical order all enlargement numbers.

Column (2).—Enter the name of the farm reporter to whom the enlargement is first assigned and the date of assignment.

Column (3).—Enter the date the enlargement is returned to the county office.

Column (4).—Enter the name of the farm reporter to whom the enlargement is next assigned and the date of assignment.

Column (5).—Enter the date the enlargement is returned to the county office.

Equipment for farm reporter.—Each farm reporter should be furnished:

(1) Equipment for carrying enlargements when in the field. This should consist of two plywood or composition boards of the size prescribed by the State committee. These boards should be hinged together. The enlargement should be fastened to one of the boards, and the farm report to the other. Only one enlargement should be placed on the board for use in the field, and enlargements should be adequately protected at all times.

(2) Three automatic-type pencils with high quality thin black, blue, and red leads. Indelible pencils must not be used. The pencil with the red lead will be used for designating farm boundaries and for placing farm numbers, field letters, landmark arrows, V-shaped marks, and hook-up marks on the enlargement. The pencil with the black lead will be used for making all original entries on the farm report, and for designating temporary split-field boundaries on the enlargement. The pencil with the blue lead will be used in making entries during an additional check of performance, whenever such check is necessary. It is important that leads be kept sharply pointed at all times.

Inspection of farms.—Where enlargements are available, the farm reporter need not take the farm plan to the field. The location of the acreage of wheat shown on the farm plan as designated for dis-

posals will be indicated on the enlargement by entering the letters "WD" on the portion of the field where this acreage is located.

The farm reporter will determine performance on farms assigned to him, appearing on one enlargement, and return the enlargement and the related farm reports to the county office for review before inspecting farms appearing on other enlargements. If the work of the farm reporter is satisfactory, he should proceed with the inspection of other farms. If his work is not satisfactory, the farm reporter should be given additional instruction; and if this does not bring his work up to standard, he should be replaced.

Farms inspected should be identified on the enlargement on which they appear nearest the center, since overlap of the enlargements along the line of flight and between adjacent flight lines will make it possible for a farm appearing on the edge of one enlargement to be found nearer the center on some other enlargement.

If the enlargement necessary to complete the report of performance for a farm is not in the possession of the farm reporter, a proper notation will be made in the "Remarks" column of the farm reporter's daily report. If parts of a farm appear on more than one enlargement, all such enlargement numbers will be entered on the farm reporter's daily report and also in the upper right-hand corner of the farm report, if not already entered there.

Enlargements will not be folded or rolled, nor mailed to the county office. Each enlargement will be returned to the county office as soon as practicable after the farms appearing on it are inspected.

Indicating farm boundaries on the enlargement.—Boundary direction changes on the farm will be indicated by an angular mark placed in each corner of the farm. The lines forming these angular marks should be about one-quarter of an inch long and should be drawn parallel to and just inside of the boundary lines in a manner that will not obscure the boundaries.

Indicating field boundary lines on the enlargement.—The boundaries of each field, excluding X and Y lands, for which a field letter will be entered in column (b), section III, of the farm report will be indicated by V-shaped marks, the points of which barely touch the boundary lines. Only one such mark should be used to indicate a clearly defined boundary line of a field.

If a boundary line of a field is not clearly defined, it should be determined by inspection, and clearly indicated by sufficient V-shaped marks.

Establishing field boundary lines not indicated on the enlargement.—Field boundary lines not indicated on the enlargement may be established by the use of landmarks, such as fences, roads, or buildings, provided the landmarks used are clearly shown on the enlargement, and the ends of the new boundary lines may be accurately determined from such landmarks without measurements. Where landmarks are used, they should be identified by arrows the points of which clearly indicate the position of each landmark. If necessary, a brief description of each landmark should be entered in section VIII of the farm report.

If field measurements are necessary to establish a new field boundary line, the farm reporter will examine the enlargement to establish clearly defined landmarks or points from which the neces-

sary measurements will be made. These points will be indicated on the enlargement by arrows and measurements made on the field from such points to the ends of the new field boundary line, the approximate location of which will be shown by a broken black line. The measurements will be entered between these starting points and the ends of the new field boundary line.

Where field lines appearing on the enlargement are not boundaries of 1939 fields, they will be marked out with an undulant line.

Parts of the same field which appear on the enlargement to be divided should be connected with hook-up marks.

Farm number and field letters.—After 1939 field boundaries have been determined, the farm reporter will assign a letter to each field, beginning with the letter A in the northwest corner of the farm and continuing the lettering to the east boundary. Then dropping to the next tier of fields, he will letter those fields from east to west, and so on until all fields of the farm have been assigned field letters. The farm number should be entered in field A, and may be entered in the last field lettered. In case field A is small, the farm number may be entered on a succeeding field.

The farm reporter will transfer the field letters from the enlargement to column (b), section III, of the farm report.

County office equipment.—County office equipment should include the following:

- (1) One or more planimeters.
- (2) Magnifying or reading glasses for making planimeter and scale readings.
- (3) Enlargement filing cabinet.
- (4) Large table.
- (5) Adjustable desk lamps.
- (6) Transparent straight-edge rulers or triangles.
- (7) One 12-inch and two 6-inch flat, white-enameled, beveled-edge scales, 66-divided.
- (8) Automatic-type pencils with black, blue, and red leads.
- (9) Suitable county map.

County office procedure after enlargements are returned.—When returned to the county office, enlargements and related farm reports will be reviewed, and those with indefinite, incomplete, or incorrect entries reassigned for completion or correction.

If a farm is not identified on the enlargement on which it appears nearest the center, the farm and field identifications should be transferred to the enlargement on which the farm, or portions thereof, are most advantageously shown, and the new photo enlargement number entered on the farm report. If such transfers are made, the following notation should be entered in red on that portion of the farm which will be identified on another enlargement: "See enlargement number——."

New field boundary lines placed in approximate positions on the enlargement by the farm reporter will be accurately established by scaling.

Determination of field acreage.—Field acreages, when determined from enlargements used in connection with previous agricultural conservation programs, will be used whenever possible. All other cropland, restoration land, and land in orchards, as well as all

other land on which soil-building practices are carried out, the units of which practices are to be determined on a per-acre basis, will be planimetered. X and Y land will be estimated.

Each field should be planimetered three times, and the readings taken recorded one above the other in the order taken to permit the subtraction of the first reading from the second, the second reading from the third, etc. Average the results of the three subtractions if the results of the subtractions do not vary more than three one-hundredths (0.03) of a square inch. If the variant shown by any one of the subtractions is greater than three one-hundredths (0.03) from that of any other, the field should be replanimetered until the resultant variants of three consecutive subtractions show three one-hundredths (0.03) or less. Whenever the result of the first circuit indicates that an area is less than 5 acres, two additional circuits will be made before the reading is recorded. This procedure will be repeated twice and two additional readings obtained and recorded. Readings will agree within three one-hundredths (0.03) of a square inch as set forth in the preceding instructions. These readings will be averaged and the average divided by three to obtain the field acreage. After 1939 field acreages are obtained, they will be entered in column (c), section III, of the farm report, except for fields for which aerial measurements are being used for the first time and the aerial measurements differ from the ground measurements appearing on the farm plan to such an extent that the difference will decrease any payment which would be made with respect to the farm under the 1939 Agricultural Conservation Program, the 1939 Sugar Beet Program, or the 1939 Price Adjustment Program. In such cases the ground measurements will be used and entered in column (c) in red.

The field letter for each field to be planimetered, together with the planimeter readings and the resulting computations, will be entered on a suitable form attached to the farm report.

Persons in the county office will initial each form on which they make computations or which they review.

Farms requiring an additional check of performance.—Farm reports and enlargements relating to farms which require an additional check of performance because further soil-building practices have been carried out, or because changes have been made which will affect performance, should be returned to the farm reporter who made the original inspection. In making additional check of performance, all entries will be made in blue pencil. In case of a split field the field letter originally assigned to the field, followed by a subnumeral, will be entered in each portion of the sketched field. These field letters with subnumerals will then be entered in column (b), section III, of the farm report, followed by appropriate entries in the remaining columns.

PART VII. PREPARATION OF NCR-317b, SUPPLEMENT TO THE FARM REPORT

NCR-317b, Supplement to the Farm Report, will be prepared for all special crops except sugar beets, for general crops, for the soil-building practices carried out, and for restoration land on the farm only in the cases contained in the instructions pertaining to making entries in section V of the farm report.

When preparing the supplement to the farm report all entries of acreages, percentages, and units of soil-building practices will be calculated, rounded, and entered as set forth in part V.

Enter in the upper right-hand corner of the supplement to the farm report the State, county, and minor civil division codes and the farm and photo numbers. Obtain these entries from the farm report for the farm for which the supplement to the farm report is being prepared.

Enter in the blank spaces above the headings of columns (4) to (13), inclusive, the initials of each person who shares in the soil-depleting crops, other than sugar beets, on the farm in 1939 or who contributed to the carrying out of soil-building practices on the farm in 1939, or who has an interest in the restoration land on the farm in 1939.

If more than five persons share in the soil-depleting crops, other than sugar beets, on the farm, or contribute to the carrying out of soil-building practices on the farm in 1939, or have an interest in the restoration land on the farm in 1939, an additional supplement to the farm report shall be used. Likewise, if additional lines are required for entering acreages or practices an additional supplement to the farm report shall be used.

Entries for special crops.—If there was any acreage of cotton on a farm in 1939, enter on the first line in column (2) the word "Cotton." Enter in column (1), on consecutive lines, the field letters of all fields of cotton in 1939. Enter in column (3) on the line on which the field letter is entered the acreage of cotton in such field. Enter in the "percentage column" below the initials of each person who shares in a field of cotton, on the line on which the field letter is entered, the percentage share of such person in such field. Obtain the percentage entry for each person from section III, column (h).

Make entries for other special crops in the same manner as for cotton. Leave two blank lines between the entries for each different crop.

Entries for general crops.—After entries have been made for all special crops, make entries for the general crops on the farm in the same manner as for cotton. Do not make any entries on the supplement to the farm report for sugar beets. All fields of the same general crop shall be listed in consecutive order. However, do not leave any blank lines between the different fields of general crops.

Entries for soil-building practices.—After entries for all special and general crops have been made, leave two blank lines and make entries for the soil-building practices carried out on the farm in 1939. Enter in column (2) on consecutive lines the practice numbers of the practices carried out. Enter in column (1) the field letters of the fields on which such practices were carried out. Enter in column (3) on the line on which the field letter is entered the number of soil-building practice units for the soil-building practice entered on such line. Obtain the entry for each soil-building practice from section III, column (g), of the corresponding farm report. Enter in the "percentage column" beneath the initials of each person who shares in a soil-building practice the percentage share of such person in each of the practices carried out. Obtain the percentage entry for each person from section III, column (h), of the farm report.

Entries for restoration land.—After entries for all special crops, general crops, and soil-building practices have been made, leave two blank lines and make entries for restoration land. Enter in column (2) the words "Restoration land." Enter on a separate line in column (1) the field letter of each field of restoration land on the farm in 1939. Enter in column (3) on the line on which each field letter is entered the acreage of restoration land in such field. Enter in the "percentage column," below the initials of each person, his percentage share in each field for which a letter is entered in column (1). The percentage entry for each person will be equal unless the county committee determines that the owners and operators did not contribute equally to the acreage in the restoration land goal and to the carrying out of restoration land measures, in which case the percentage of division determined by the county committee will be entered.

Determination of acreage or unit shares and percentages.—After entries have been made for all special crops, general crops, soil-building practices carried out on the farm and restoration land, multiply each entry in column (3) by the entry on the same line in each "percentage column." Enter the result of each of such multiplications in the "acreage or unit share column" to the right of the percentage used in the multiplication. For each special crop, for the general crops, for the soil-building practices, and for the restoration land, obtain the total of the entries in column (3) and of the entries in the "acreage or unit share columns." Enter such totals in the respective columns in the first blank line beneath the entries from which such totals were derived, and enter the word "Total" in column (2) on the same line. Add the totals for the "acreage or unit share columns" for each special crop, for the general crops, for the soil-building practices, and for the restoration land and compare the sum of such totals with the corresponding totals of column (3). If, because of the rounding of fractions, the sum of the totals of the "acreage or unit share columns" for any special crop, for the general crops, for the soil-building practices, or for the restoration land differs from the corresponding total in column (3), adjust the highest total in an "acreage or unit share column" in order that the sum of such totals equals the total in column (3). For each special crop, for the general crops, for the soil-building practices, and for the restoration land, obtain entries for the "Total" line in the "percentage column" by dividing the total of each "acreage or unit share column" by the total on the same line in column (3). Enter the results of each of such divisions in the "percentage column" to the left of the total in the "acreage or unit share column" used in making such division. Add the entries in the "percentage column" on the "Total" line for each special crop, for the general crops, for the soil-building practices, and for the restoration land. If, because of the rounding of fractions, the sum of the entries in the "percentage columns" on the "Total" line for any special crop, for the general crops, for the soil-building practices, or for the restoration land is not 100.0, adjust the highest of such entries in order that the sum of such entries is 100.0.

The total of column (3) for any special crop should equal the acreage classified as being devoted to such crop as reported in sec-

tion IV, column (h), of the corresponding farm report, except in those cases where no acreage of such crop was harvested, or where because of crop failure the acreage of such crop was reduced sufficiently to affect materially the division of the payment or deduction with respect to such crop. In such cases only the name of such crop and the percentage division thereof, as determined by the county committee, will be entered on the supplement to the farm report. The total of column (3) for the soil-building practices must equal the total of soil-building practice units as reported in section III, column (g), of the corresponding farm report.

If, with respect to any special crop, the same persons share in the same percentage with respect to each field of such crop, no entries need be made in the "percentage and acreage or unit share" columns for the individual fields of such crop. In such cases the respective percentage share of each person will be entered in the percentage column on the "Total" line for such crop and no entries need be made in the acreage or unit share columns on the "Total" line for such crop. If the same persons share in the same percentage with respect to all of the general crops, the soil-building practices or the restoration land, no entries need be made in the "percentage" and "acreage or unit share columns." In such cases the respective percentage share of each person will be entered in the "percentage" column on the "Total" line, and no entries need be made in the "acreage or unit share" columns on the "Total" line.

Certification.—After all entries have been made on the supplement to the farm report, clerical assistants will transfer to section V of the farm report the percentage share for each person which appears on the "Total" line for special crops, general crops, soil-building practices, and restoration land. After the supplement to the farm report has been completed, the clerical assistant who prepared the form will sign in the lower right-hand corner and enter the date.

MAY 20 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATING TO THE PREPARATION OF FORM ACP-77
IN CONNECTION WITH THE PROVISIONS OF THE 1939 AGRICULTURAL
CONSERVATION PROGRAM RELATING TO THE USE OF SOIL-CONSERVING
CROPS FOR MARKET

NCR-315, issued April 10, 1939, is hereby amended by the addition of the instructions contained in this Supplement No. 1. These instructions will apply only in the following counties of the following States:

| | |
|---------------|---|
| Michigan: | Antrim, Benzie, Cass, Emmet, Gladwin, Kalkaska, Mecosta, Montcalm, Otsego, Presque Isle, Van Buren. |
| Minnesota: | Beltrami, Benton, Chisago, Mahanomen, Traverse, Washington. |
| South Dakota: | Douglas. |
| Wisconsin: | Adams. |

It will be necessary to determine whether or not each person who, with respect to a farm in any of the above-named counties, applies for payment under the 1939 Agricultural Conservation Program has substantially complied with the provisions of the program relating to the use of soil-conserving crops for market as set forth in NCR-301, Section 16, subsection (c). Such determination will be made in accordance with the instructions contained herein.

Checking Data for Dairy Cows on Farm Report

At the time performance is checked in connection with the 1939 Agricultural Conservation Program, the farm reporter will take with him the Forms ACP-77 prepared in connection with the 1938 program and relating to farms he will visit in 1939. Also he will take with him a supply of blank Forms ACP-77.

When he visits the farm, the farm reporter will determine the average number of dairy cows on the farm in 1939 and will compare such number with the normal number of dairy cows on the farm (the 1933-1937 average). If a Form ACP-77 was prepared in connection with the 1938 program, the normal number of dairy cows on the farm may be obtained from such form; or, if Form ACP-77 was not prepared in 1938, the farm reporter will determine such number. In making this determination of the 1933-37 average

number of dairy cows, years in which the number of dairy cows was substantially above or below the normal number should not be taken into consideration. If it is determined that there has been no increase above normal in the number of dairy cows on the farm, or if it is determined that any increase above normal in the number of dairy cows on the farm does not exceed two cows, the farm to which such farm report pertains will be deemed in compliance with the provisions of the 1939 Agricultural Conservation Program relating to the use of soil-conserving crops for market, and the farm reporter will indicate this fact by writing in Section VIII of the farm report a statement such as "No increase in number of dairy cows on the farm" or "Increase in number of dairy cows on the farm not in excess of two cows". However, if it is determined that the average number of dairy cows on the farm in 1939 exceeds the normal number of dairy cows on the farm (the 1933-37 average) by more than two, one copy of Form ACP-77 will be prepared as described below.

Entries Made by the Farm Reporter

All entries will be made on Form ACP-77 with a hard lead pencil. The State and county code, the farm number, and the name of the operator will be entered in the upper right-hand corner of Form ACP-77. Immediately above Section I, "1939" will be entered in the blank space preceding the words "Agricultural Conservation Program." In Section I the entry on line 1, column (b), will be the number of dairy cows on the farm; the entry on line 2, column (b), will be the normal number of dairy cows on the farm (the 1933-37 average). After these entries have been made, the entry on line 2 will be subtracted from the entry on line 1, and the result entered on line 3 of column (b).

The entry on line 4 will be the percent of milk or products thereof produced on the farm which are sold for market. If such entry is less than ten percent, the farm to which the Form ACP-77 pertains shall be deemed to be in compliance with the provisions of the 1939 Agricultural Conservation Program relating to the use of soil-conserving crops for market, and no further data will be entered on the Form ACP-77 except that the farm reporter and the farm operator will sign in Section V and date their signatures.

However, if the entry on line 4 is ten percent or more, the farm reporter will enter on line 1, column (c), the number of dairy cows on the farm in 1939, the products of which are consumed on the farm. This entry will be obtained as follows: Multiply the percentage on line 4 by the entry on line 1, column (b). Subtract the result thus obtained from the entry on line 1, column (b), and enter the product of such subtraction on line 1, column (c).

The entry on line 2 of column (c) will be the normal number of cows on the farm (1933-37 average) the products of which were consumed on the farm. The entry on line 3, column (c), will be obtained by subtracting the entry on line 2, column (c), from the entry on line 1, column (c). If the entry on line 3, column (c), is equal to or greater than the entry on line 3, column (b), the farm to which the Form ACP-77 per-

tains will be deemed to be in compliance with the provisions of the 1939 Agricultural Conservation Program relating to the use of soil-conserving crops for market, and no further data will be entered on the Form ACP-77 except that the farm operator and the farm reporter will sign in Section V and date their signatures. If the entry on line 3, column (c), is less than the entry on line 3, column (b), the farm reporter will make additional entries on Form ACP-77 as outlined below.

Section II.--No entries will be made in this section by the farm reporter.

Section III.--The farm reporter will make the following entries in this section:

Column (a), line 3-a.--The acreage of nondepleting cropland devoted to grasses or legumes which were not harvested or pastured in 1939. This acreage will include cropland devoted to grasses or legumes which were used as green manure crops and were not pastured, and cropland devoted to grasses or legumes which failed.

Column (a), line 3-b.--The 1939 acreage of nondepleting cropland devoted to grasses or legumes harvested for seed to be used on the farm.

Column (b), line 5.--The acreage of nondepleting cropland devoted to grasses or legumes harvested for sale as hay or seed. The entry for lines 3-a and 3-b, column (a), as well as the entry for line 5, column (b), will be determined by the farm reporter on the basis of the farm operator's statement relative to the disposition to be made of the crops harvested from the 1939 nondepleting cropland acreage devoted to grasses or legumes.

Section IV. Data for Forage-Consuming Livestock on the Farm.--The average number of horses and mules which in 1939 consumed forage produced on the farm will be entered on line 1 of column (b). Similar entries will be made by the farm reporter on lines 2 to 5, inclusive, and on line 7 of column (b) for the other kinds of livestock which in 1939 consumed forage produced on the farm.

It should be noted that the entry for line 5, column (b), of Section IV will be the same as the entry for line 1, column (c), of Section I. Also, the entry on line 5, column (b), plus the entry on line 7, column (b), of Section IV should equal the entry on line 1, column (b), of Section I.

Section V. Certification.--After the farm reporter has made entries on Form ACP-77 as outlined above, the farm operator and the farm reporter will sign on the appropriate lines, dating their signatures. The farm reporter will then attach Form ACP-77 to the farm report to which it pertains.

Completion of Forms ACP-77 in the County Office

After Form ACP-77 has been returned to the county office, clerical assistants will check the computations made by the farm reporter. As indicated above in the instructions relating to data obtained by the farm reporter, the farm to which Form ACP-77 pertains will be deemed in compliance with the provisions of the 1939 Agricultural Conservation Program relating to the use of soil-conserving crops for market in cases (1) where the entry in Section I, line 4, column (c), is less than ten percent, or (2) where the entry in Section I, line 3, column (c), is equal to or greater than the entry in Section I, line 3, column (b). If it is so determined that the farm to which the Form ACP-77 pertains has complied with the provisions of the program relating to the use of soil-conserving crops for market, such Form ACP-77 will be filed with the corresponding farm report. Otherwise, clerical assistants will complete the form, first making the following entries, which should be obtained from the following sources:

| Entry To Be Made on Form ACP-77 | Should be Obtained from |
|---------------------------------|--|
| Section II, line 1, column (b) | Listing Sheet, NCR-309, column (8) |
| Section II, line 2, column (b) | Listing Sheet, NCR-309, column (17) |
| Section II, line 3, column (b) | Farm Report, Section IV, line 9, column (h) |
| Section III, line 1, column (b) | Listing sheet, entry in column (6), or if there is no entry in column (6), from column (5) |
| Section III, line 2, column (b) | Farm Report, Section III |

The acreage entered in Section III, line 2, column (b), will include cropland planted to green manure crops other than grasses or legumes and not pastured; idle cropland; land summer fallowed and not classified as soil-depleting; land planted to small grains, sudan grass, millet, or sweet sorghums and not classified as soil-depleting.

In Section II, the entry on line 2, column (b), or the entry on line 3, column (b), whichever entry is larger, will be subtracted from the entry on line 1 of column (b) and the result entered on line 4 of the same column. Then in Section III the entry on line 2 of column (b) will be added to the entry on line 3-a of column (a). If the sum resulting from such addition is equal to or exceeds the entry on line 4, column (b), of Section II, the farm to which the Form ACP-77 pertains will be deemed in compliance with the provisions of the 1939 Agricultural Conservation Program relating to the use of soil-conserving crops for market, and no further entries will be made on Form ACP-77. However, if the result of such addition is less than the entry on line 4, column (b), of Section II, the clerical assistant will continue as follows:

Section III. Utilization of Cropland Not Classified as Soil-Depleting.--In this section the entries on lines 3-a and 3-b of column (a) will be added and the result entered in column (b). The entries on lines 2 and 3 of column (b) will then be added and the resultant sum entered on line 4, column (b). If such resultant sum equals or exceeds the entry on line 4, column (b), of Section II, the farm to which the Form ACP-77 pertains will be deemed in compliance with the provisions of the 1939 Agricultural Conservation Program relating to the use of soil-conserving crops for market, and no further entries will be made on the Form ACP-77. However, if the entry on line 4, column (b), of Section III is less than the entry on line 4, column (b), of Section II, the clerical assistant will continue as follows:

The entry on line 6 of column (b) will be the sum of the entries on lines 4 and 5 of column (b). The entry on line 7, column (b), will be obtained by subtracting the entry on line 6, column (b), from the entry on line 1, column (b). No entries will be made on lines 8 and 9 until all entries have been made in Section IV.

Section IV.--In this section the entry on line 1, column (b), will be multiplied by the conversion factor on line 1, column (c), and the result entered on the same line in column (d). Similarly, for lines 2, 3, 4, 5, and 7 the entry in column (b) will be multiplied by the conversion factor in column (c) and the result entered in column (d). After all entries have been made in column (d) the entries on lines 1 to 5, inclusive, will be added and the total entered on line 6, column (d). Next the entries on lines 6 and 7 of column (d) will be added and the resulting sum entered on line 8, column (d). Then the entry on line 6, column (d), will be divided by the entry on line 8, column (d), and the resulting percentage entered on line 9, column (d).

After Section IV has been completed in the manner outlined in the foregoing paragraph, Section III will be completed by making the following computations:

The entry for line 8, column (b), of Section III will be obtained by multiplying the entry on line 7, column (b), of Section III by the entry on line 9, column (d), of Section IV.

The entry for line 9, column (b), of Section III will be obtained by adding the entries on lines 4 and 8 of column (b). If the entry thus obtained for line 9, column (b), of Section III is equal to or exceeds the entry on line 4, column (b), of Section II, the farm to which the Form ACP-77 pertains will be deemed in compliance with the provisions of the 1939 Agricultural Conservation Program relating to the use of soil-conserving crops for market. If, however, the entry obtained for line 9, column (b), of Section III is less than the entry on line 4, column (b), of Section II, the farm to which the Form ACP-77 pertains will not be considered in compliance with the aforementioned provisions, and no payment will be made with respect to such farm under the 1939 Agricultural Conservation Program. Of this fact the farm operator will be advised.

Forms ACP-77 upon which entries are made by clerical assistants will be filed with the corresponding farm reports when completed.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE
UNDER THE PROVISIONS OF THE 1939 AGRICULTURAL
CONSERVATION PROGRAM AND PRICE ADJUSTMENT PROGRAM
IN THE NORTH CENTRAL REGION

JUL 7
1939

NCR-315, issued April 10, 1939, is hereby amended as follows:

1. Part I.--Paragraph (5) (a) on page 2 is hereby amended to read as follows:

"(a) The 1939 Agricultural Conservation Program--
All farms for which a farm plan, NCR-303, has
been signed in section V, or for which a proper
request for inspection was filed in the county
office on or before May 1, 1939; all farms in
a county in which a person acquires an interest
after May 1, 1939, if such person had filed on
or before May 1, 1939, a properly executed Form
NCR-303 or a request for inspection for each
farm in the county in which he had an interest
on May 1, 1939; also each farm in a county in
which an operator had an interest as a field
renter on May 1, 1939, if such operator filed
on or before May 1, 1939, a properly executed
Form NCR-303 for the farm which he is operating
in such county.

2. Part V. A.--The fifth complete paragraph on page 7 is hereby
amended by the addition of the following new matter:

"For all farms in the commercial corn area for which
a zero corn allotment is established, enter the letters 'NA'
in column (i), item 1. For all farms for which a zero wheat
allotment is established enter the letters 'NA' in column
(i), item 2. For all farms for which a zero total soil-
depleting acreage allotment is established, or where the
cotton acreage allotment is equal to the total soil-depleting
acreage allotment, enter the letters 'NA' in column (i), item
6, above the 'XXX'".

*Note: Supplement No. 1 to NCR-315, issued May 4, 1939, pertains only
to the use of soil-conserving crops for market in certain counties
in Michigan, Minnesota, South Dakota, and Wisconsin.

3. Part V. B.--The third complete paragraph on page 9 is hereby amended to read as follows:

"Data for Section I.--The farm reporter will verify entries appearing in this section which were made in the county office and make any corrections and additional entries which may be necessary. The farm reporter will make no entries in column (a). Enter in columns (b), (c), and (d) the name, relationship to the farm, and address of each person having an interest in the farm if such entries were not made in the county office. Enter in column (e) the number of other farms located in this county (excluding the farm being inspected) in which each person has an interest. Enter in column (f) the farm number or the name of the operator for each farm indicated in column (e). If the name of the owner will better identify such farm, enter the name of the owner and indicate that it is the owner's name which has been entered. In case there is not sufficient space to enter the information, no entry will be made, and a person having an interest in such farm will be required to furnish a separate list indicating the names of the operators and the location of the farms. Enter in column (g) the number of farms and ranches located in this State (excluding the farms and ranches in this county) in which each person has an interest. Enter in column (h) the number of farms and ranches located outside of this State in which each person has an interest. If the reporter has not secured or is unable to secure the information for columns (g) and (h), it will be necessary for the county committee to secure this information and enter it on the farm report.

4. Part V. B.--The third complete paragraph on page 11 is hereby amended to read as follows:

"For wheat allotment farms on which there was no acreage planted to wheat for harvest in 1939, determine whether wheat was planted for harvest on the farm in 1938, and if wheat was not planted for harvest in 1938 or 1939, determine whether the failure to plant wheat for harvest in either of these years was due to flood or drought."

5. Part V. C.--The last complete paragraph on page 13 is hereby amended to read as follows:

"Section III.--If inspection of the farm is being made for the 1939 Wheat Price Adjustment Program, enter the data required in columns (a), (b), (d), and (h) for wheat. No entries should be made in columns (c), (e), (f), and (g). If wheat was not planted for harvest in 1939, the farm reporter will determine whether wheat was planted for harvest in 1938 and enter such information in Section III. If wheat was not planted for harvest in

1938 or 1939 because of flood or drought, the farm reporter will enter such information in Section III. If wheat was not planted for harvest on the farm in either 1938 or 1939, and the failure to plant wheat was not due to flood or drought in one or both of such years, in order that it may be determined whether such farm is idle, the farm reporter will enter the data required in columns (a), (b), (d), and (h) for all 1939 crops or land uses on the farm. In case an acreage of wheat in excess of the wheat allotment is designated on the farm plan for disposition, the farm reporter will enter the date and method of disposition in Section III.

"If inspection of the farm is being made for the 1939 Corn Price Adjustment Program, in order that it may be determined whether such farm is idle, the farm reporter will enter the data required in columns (a), (b), (d), and (h) for all 1939 crops and land uses on the farm. No entries should be made in columns (c), (e), (f), and (g)."

6. Part V. D.--The third complete paragraph on page 14 is hereby amended to read as follows:

"Farm reporters will prepare farm reports bearing the notation 'Cotton Price Adjustment Program' in accordance with the instructions pertaining to the preparation of the farm report for farms participating in the Corn Price Adjustment Program, except that the information required in columns (e), (f), (g), and (h), of Section I will be entered.

"Farm reporters will prepare farm reports bearing the notation 'Cotton Marketing Quota' in accordance with the instructions pertaining to the preparation of the farm report for farms participating in the Corn Price Adjustment Program, except that entries will be made only for cotton, and the information required in columns (e), (f), (g), and (h) of Section I will be entered."

7. Part V. E.--The first complete sentence on page 15 is hereby amended to read as follows:

"The acreage of all other fields will be transferred from column (a) to column (c) except the acreages of fields of X and Y land on which the farm reporter and the operator disagreed and the farm reporter has previously entered his estimate in column (c)."

8. Part V. E.--The fifth complete paragraph on page 16 is hereby amended to read as follows:

"For all other farm reports completed obtain the acreage entries for Section IV, columns (b) to (g), in-

clusive, from Section III, column (c). However, in counties using aerial photography for the first time in 1939, sufficient space should be left in columns (b) to (g), inclusive, so that if the farm is not within all allotments established for the farm, the field measurements appearing on the NCR-303 may be entered above the entries transferred from column (c) of Section III. These entries should be made in a different color than that used for the entries transferred from column (c) Section III. In counties where a large number of farms are not within all allotments, it may be advisable not to transfer the entries from column (c) of Section III to columns (b) to (g), inclusive, but instead to make a notation in Section III or Section VI showing the aerial measurements of the total acreage of crops for each special crop for which an allotment has been established, the acreage of general crops, and the acreage of sugar beets. If it is determined that the farm is not within all allotments, the entries in red in the margin to the left of column (a), Section III, will be transferred to columns (b) to (g), inclusive, of this section. Only the acreages of fields which are classified as soil-depleting and commercial orchards will be entered in Section IV. In order to determine what acreages are classified as soil-depleting Section 6 of NCR-301 must be followed. For each crop or land use listed in column (a) enter on the same line in columns (b) to (g), inclusive, the acreages of the fields devoted to such crop or land use."

9. Part V. E.--The fifth complete paragraph on page 17 is hereby amended to read as follows:

"The acreage deemed to be planted to wheat will be that acreage defined in NCR-301, Supplement No. 1, Section 1, item (15)."

10. Part V. E.--Part V, E, is hereby amended by the addition of the following new paragraphs immediately after the third complete paragraph on page 18:

"If more than eight acres are classified as corn on a farm in the commercial corn area, and a corn acreage allotment has not been established for such farm, enter the corn yield established for such farm on line 1, column (j). If more than eight acres are classified as wheat on a farm, and a wheat acreage allotment has not been established for such farm, enter the wheat yield for the farm in line 2, column (j).

"If any acreage on a farm is classified as tobacco, and an acreage allotment for such type of tobacco has not been established for the farm, enter the yield for such type of tobacco in line 3, column (j).

"If any acreage on a farm is classified as cotton, and a cotton acreage allotment has not been established for such farm, enter the yield for such crop in line 4, column (j).

"These corn, wheat, tobacco and cotton yields will be obtained from the State committee approved column of the Listing Sheet or if no entry appears in this column of the Listing Sheet, the county check yield will be entered.

"If more than three acres are classified as potatoes for market on a farm in the commercial potato-producing area, and the farm is not in the commercial vegetable area and a potato acreage allotment has not been established for such farm, enter the potato yield established for such farm on line 4, column (j).

"The potato yield will be obtained from the State committee approved column of the Listing Sheet or if no entry appears in this column of the Listing Sheet, the county committee will establish a potato yield for the farm."

- (1) to 11. Part V. E.--The fourth complete paragraph and subparagraphs (5), inclusive, on page 18 are hereby amended to read as follows:

"Section V. Summary of Division of Payments.--In addition to this section the Supplement to the Farm Report, NCR-317b, must also be prepared in some cases. If Form ACP-95 was executed for the farm, and percentage entries were made in Section II of such ACP-95, it will not be necessary to prepare the Supplement to the Farm Report for such farm for special crops or for general crops. The fact that the Supplement to the Farm Report must be prepared for one special crop does not necessarily mean that it must be prepared for other special crops, general crops, soil-building practices, or restoration land. Likewise, the fact that the Supplement to the Farm Report must be prepared for general crops does not necessarily mean that it must be prepared for special crops, soil-building practices, or restoration land. The following rules set forth the cases in which the Supplement to the Farm Report must be prepared for special crops, general crops, soil-building practices, or restoration land:

- (1) If there is more than one field of a special crop (exclusive of sugar beets) on a farm, and the share of a person in one field of such special crop differs from the share of such person in another field of the same

special crop, it will be necessary to prepare NCR-317b for such special crop for such farm.

- (2) If there is more than one field of general crops on a farm, and the share of a person in one field of general crops differs from the share of such person in another field of general crops, it will be necessary to prepare NCR-317b for general crops for such farm.
- (3) If more than one soil-building practice is carried out on a farm, and the share which a person contributed to the carrying out of one of such practices differs from the share which such person contributed to the carrying out of another of such practices, it will be necessary to prepare NCR-317b for all soil-building practices carried out on the farm. For the purpose of this item (3) the carrying out of the same practice twice on the same field or the carrying out of the same practice on two different fields will be regarded as two different practices.
- (4) If restoration land is located on more than one field on a farm, and the share of a person in the restoration land in one field differs from the share of such person in the restoration land in another field, it will be necessary to prepare NCR-317b for all restoration land on such farm."

12. Part V. E.--The first complete paragraph on page 19 is hereby amended to read as follows:

"Where it is necessary to prepare a Supplement to the Farm Report for any special crops, general crops, soil-building practices, or restoration land, the entries for column (b) for such special crop, general crops, soil-building practices, or restoration land will be obtained from the Supplement to the Farm Report after it has been prepared as described in Part VII. If Form ACP-95 was executed for the farm, and percentage entries were made in Section II of such ACP-95, the entries for column (b) for special crops and general crops will be obtained from Section II of such Form ACP-95."

13. Part VI.--Part VI is hereby amended by inserting the following new paragraphs immediately before the last complete paragraph on page 19:

"Farms on which aerial measurements will be used in 1939.--Aerial measurements will be used in 1939 in the following cases:

- (1) Where the field acreages originally on the NCR-303 for the farm were obtained from aerial measurements,
- (2) Where the field acreages originally on the NCR-303 for the farm were obtained from ground measurements and: (a) aerial enlargements for the farm were received by the county before planting time; (b) the farmer received the field acreages computed from the aerial measurements and used them as a basis of planning his 1939 farming operations; and (c) a suitable notation was made on the NCR-303 for such farm that the field acreages computed from such aerial measurements were to be used in checking performance under the 1939 Agricultural Conservation Program.
- (3) Where the field acreages originally on the NCR-303 for the farm were obtained from ground measurements and: (a) aerial enlargements for such farm were received by the county before the date specified by the State committee; and (b) on the basis of the field acreages computed from such aerial measurements the farm is within all allotments established for the farm.
- (4) Where no field acreages were originally on the NCR-303 for the farm or where there is no NCR-303 for the farm, and aerial enlargements are received by the county for the farm before the date specified by the State committee."

14. Part VI.--The last two sentences of the first complete paragraph on page 23 are hereby amended to read as follows:

"After 1939 field acreages are obtained, the aerial measurements for all fields on the farm will be entered in column (c), Section III, of the farm report. However,

in cases where aerial measurements are being used for the first time in the county and the aerial measurements show that one or more of the acreage allotments for the farm have been exceeded, and if there is an NCR-303 for the farm on which field measurements have been entered, the field measurements which appear on such NCR-303 will be entered in red in the margin to the left of column (a), Section III."

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE
UNDER THE PROVISIONS OF THE 1939 AGRICULTURAL
CONSERVATION PROGRAM AND PRICE ADJUSTMENT PROGRAM
IN THE NORTH CENTRAL REGION

NCR-315, issued April 10, 1939, is hereby amended as follows:

1. Part I.--Paragraph (5) (a) on page 2 is hereby amended to read as follows:

"(a) The 1939 Agricultural Conservation Program--
All farms in a county in which a person has
or acquires an interest, provided such person
signed and submitted to the county office on
or before May 1, 1939, at least one NCR-303
signed in Section V thereof or other proper
request for inspection."

2. Part VII.--Part VII is hereby amended by inserting the following new paragraph immediately before the fifth complete paragraph on page 24:

"In the event more than one soil-depleting crop
(exclusive of sugar beets) is harvested from the same
acreage, the total acreage of both such soil-depleting
crops will be entered on Form NCR-317b."

Issued July 31, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO DETERMINING PERFORMANCE
UNDER THE PROVISIONS OF THE 1939 AGRICULTURAL
CONSERVATION PROGRAM AND PRICE ADJUSTMENT PROGRAM
IN THE NORTH CENTRAL REGION

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NCR-315, issued April 10, 1939, is hereby amended as follows:

1. Part V. E.--The last sentence on page 17, which extends to page 18, is hereby deleted and the following new matter is substituted in its place:

"The acreage of commercial vegetables will be that acreage of vegetables from which the production is sold to persons not living on the farm. The acreage of vegetables which will be classified as a general crop will be that acreage from which the production is not sold to persons who live off of the farm. When no potato allotment is established for a farm in the commercial vegetable area, the acreage of potatoes from which the production is sold to persons not living on the farm will be classified as commercial vegetables, and the acreage of potatoes from which the production is not sold to persons living off of the farm will be classified as general crops."

2. Part V. E.--The third complete paragraph on page 18 is hereby amended to read as follows:

"Enter in column (h) the total of all entries on the same line in columns (a) to (g), inclusive. For each farm in the commercial vegetable area for which a potato acreage allotment has not been established, and it is determined that a portion of the potatoes are commercial vegetables, it will be necessary to make two separate entries in line 4, column (h). The first entry will be the acreage of potatoes which is determined to be commercial vegetables. This entry will be circled. The second entry will be the acreage of potatoes which is not commercial vegetables and will not be circled. Add the entries in items 1 to 8, inclusive, of column (h). Where two entries have been made in line 4, column (h) include both of such entries in the total of column (h). Before entering the total on line 9, subtract the total of all entries in column (a)."

3. Part V. E.--The first incomplete paragraph on page 19 is hereby amended by adding at the end thereof the following:

"If for any reason the acreage of cotton planted on a farm in 1939 is less than 80 percent of the cotton allotment, and the acreage of cotton which is or would have been grown by any tenant or sharecropper is not a substantial proportion of the acreage of cotton which such tenant or sharecropper would normally grow, the net payment or net deduction computed for cotton for the farm will be divided among the landlords, tenants, and sharecroppers in the proportion that the county committee determines such persons would have been entitled to share in the proceeds of the cotton crop if the entire cotton allotment for the farm had been planted and harvested in 1939; provided, (1) all the persons who are or would have been entitled to receive a share of the cotton agree to such division of payments or deductions by signing an application for payment or a separate statement setting forth that each person agrees to such division of payments or deductions; and (2) the acreage share determined by the county committee which will be used in computing the net payment or net deduction for any person is not less than such person's acreage share of the acreage of cotton planted on the farm in 1939."

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION



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INSTRUCTIONS RELATIVE TO HANDLING APPLICATIONS FOR PAYMENT
UNDER THE 1939 PRICE ADJUSTMENT PROGRAM

NCR-316 and NCR-316, supplement No. 2 are hereby amended by adding at the end thereof the following new Section IX:

IX. HANDLING OF CASES INVOLVING UNDELIVERED CHECKS, LOST CHECKS, APPLICANTS WHO HAVE DIED, DISAPPEARED, OR BEEN DECLARED INCOMPETENT, CLAIMS AND REFUNDS.

A. UNDELIVERED CHECKS.

Checks issued to payees under the 1939 Price Adjustment Program must be returned to the Regional Disbursing Office which issued such checks under any of the following circumstances.

- (1) Failure to deliver check to payee within 21 days following the receipt thereof in the county office.
- (2) Death or incompetency of payee.
- (3) Disappearance of the payee.
- (4) Refusal of payee to accept check.
- (5) Improper designation of payee's name on check.
- (6) Amount of check differs from amount shown on ACP-91.
- (7) Amount of check exceeds amount due payee.
- (8) Question as to right of payee to receive check.
- (9) Payee indebted to the AAA.
- (10) Request by State office for return of check.

Each check which is returned to the Regional Disbursing Office shall be accompanied by a letter signed by the treasurer of county association or by a member of the county committee indicating the reason or reasons for the return of the check. A copy of this letter shall be forwarded to the State office. Reference should be made in this letter to the name of the applicant, the State and county code and farm number of the application for payment under which the check was issued, the administrative number of the ACP-91 on which the check was

listed, and the check number of the check.

Checks which are mailed to payees in the window envelopes provided by the Treasury Department and which are not delivered to the payees due to incorrect or insufficient address will be returned to the Regional Disbursing Office.

If a payee is located or decides to accept his check after it has been returned to the Regional Disbursing Office, it will be necessary that such payee submit to the State office a request for the return of the check, setting forth in such request a complete description of the check together with the State and county code and farm number of the application for payment under which the check was issued, the administrative number of ACP-91 on which the check was listed, and the present address of the payee.

B. LOST, STOLEN, OR DESTROYED CHECKS.

If a check is lost, stolen, or destroyed, the Regional Disbursing Office which issued the check shall be notified of such fact immediately. Such matters come within the exclusive jurisdiction of the Treasury Department.

If a check is found or recovered after the Regional Disbursing Office has been notified that such check was lost or stolen, the Regional Disbursing Office shall be notified of such fact and requested to have the stoppage against such check withdrawn. The payee should be advised that the check should not be presented for payment for at least seven days after the Regional Disbursing Office has been notified in order that the Treasury Department will have had sufficient time to withdraw the stoppage against the check.

All correspondence with the Regional Disbursing Office concerning a check shall contain appropriate reference to the check number, amount and date of the check, and the name of the payee.

C. DEATH, DISAPPEARANCE, OR INCOMPETENCY.

If a person who signed an application for payment dies, disappears, or is declared incompetent by a court of competent jurisdiction before the check issued under the application for payment is negotiated by the payee, such check shall be returned to the Regional Disbursing Office which issued the check, accompanied by a letter indicating the reason for the return of the check. A copy of this letter shall be sent to the State office. Any claim for the proceeds of the check must be made on Form ACP-103, entitled "Application for Payment of Amounts Due Producers Who Have Died, Disappeared, or Have Been

Declared Incompetent." Any claim for the proceeds of checks due applicants who have died, disappeared, or who have been declared incompetent shall be allowed if submitted by the person entitled to such proceeds under the order of precedence set forth on the reverse side of Form ACP-103.

Form ACP-103 shall be prepared in triplicate, original (white) and two copies (yellow). The original and first copy shall be forwarded to the State office and the second copy shall be retained in the county office together with all necessary letters of authority, certifications, or other data evidencing the authority of the claimants to make claim for the proceeds of the check due the applicant who has died, disappeared, or been declared incompetent. Care should be taken to see that Form ACP-103 is executed in every detail and in accordance with the instructions contained on the reverse side thereof.

1. DEATH

Where any person who is otherwise eligible to receive a payment dies before the payment is received, payment may be made, upon proper application therefor, without regard to claims of creditors other than the United States, in accordance with the following order of precedence:

- a. To the administrator or executor of the deceased person's estate;
- b. If there is no administrator or executor and none is expected to be appointed, to the surviving spouse;
- c. If there is no surviving spouse, to the sons and daughters in equal shares. Children of a deceased son or daughter of a deceased person shall be entitled to their parent's share of the payment, share and share alike. If there are no surviving direct descendants of a deceased son or daughter of such deceased person, the share of the payment which otherwise would have been made to such son or daughter shall be divided equally among the sons and daughters of such deceased person, who are alive or who have surviving children.
- d. If there is no surviving spouse and no direct descendant, payment shall be made to the father and mother of the deceased person in equal shares, or the whole thereof to the surviving father or mother;
- e. If there is no surviving spouse, no direct descendant, and no surviving parent, payment shall be made to the brothers and sisters of the deceased person in equal shares. Children of a deceased brother

or sister shall be entitled to their parent's share of the payment, share and share alike. If there are no surviving direct descendants of the deceased brother or sister of such deceased person, the share of the payment which otherwise would have been made to such brother or sister shall be divided equally among the brothers and sisters of such deceased person, who are alive or who have surviving children;

- f. If there is no surviving spouse, direct descendant, parent, or brothers or sisters or their descendants, the payment shall be made to the heirs-at-law. (See brief of laws of descent and distribution furnished by the State office.)

Legally adopted children shall be entitled to share in any payment in the same manner and to the same extent as other children. If any person who is entitled to payment under the above order of precedence is a minor, payment of his share shall be made to his legal guardian, but if no legal guardian has been appointed, payment shall be made to his natural guardian for his benefit, unless the minor's share of the payment exceeds \$500, in which event payment shall be made only to his legal guardian. Any payment which the deceased person could have received may be made jointly to the persons found to be entitled to such payment.

2. DISAPPEARANCE

In case any person entitled to payment hereunder disappears after making application but before receiving the payment, such payment may be made without regard to claims of creditors other than the United States, to one of the following in the order mentioned:

- a. The conservator or liquidator of his estate, if one be duly appointed.
- b. The spouse.
- c. An adult son or daughter or grandchild for the benefit of his estate.
- d. The mother or father for the benefit of his estate.
- e. An adult brother or sister for the benefit of his estate.

A person shall be deemed to have disappeared if (1) he has been missing for a period of more than three months,

(2) a diligent search has failed to reveal his whereabouts, and (3) such person has not communicated during such period with other persons who would be expected to have heard from him. Proof of such disappearance must be presented to and retained in the files of the county committee in the form of an affidavit executed by the person making the application for payment, setting forth the above facts, and must be substantiated by an affidavit from a disinterested person who was well acquainted with the person who has disappeared.

3. INCOMPETENCY.

Where any person who is otherwise eligible to receive a payment is adjudged incompetent by a court of competent jurisdiction before the payment is received, payment may be made, upon proper application therefor, without regard to claims of creditors other than the United States to the guardian or committee legally appointed. For such incompetent person. In case no guardian or committee has been appointed, payment, if not more than \$500, may be made without regard to claims of creditors other than the United States to one of the following in the order mentioned for the benefit of the incompetent person:

- a. The spouse.
- b. An adult son, daughter, or grandchild.
- c. The mother or father.
- d. An adult brother or sister.
- e. Such person as may be authorized under State law to receive payment for him.

In case payment is more than \$500, payment may be made only to such person as may be authorized under State law to receive payment for the incompetent producer.

D. CLAIMS

Because of the administrative cost of handling claims the filing of claims should be discouraged where the amount involved is not substantial. The responsibility of determining whether a claim should be recommended for payment is the responsibility of the county committee. The recommendation of the county committee for the approval of any claim should include a detailed explanation of the reason for the correction. After a claim has been handled in accordance with these instructions it will be transmitted to the State office for a determination as to its

acceptability and for the preparation of the necessary forms and schedules. If the State committee determines that an investigation should be made, the approval of the claim will depend on the result of the investigation.

Payments made to applicants under the 1939 Price Adjustment Program with respect to farms which, after the price adjustment payment was issued, were divided or combined for the purpose of determining performance under the 1939 Agricultural Conservation Program, are to be handled in the regular manner for handling overpayments or underpayments (as the case may be) under this procedure.

1. Claims of the following types will be allowed by the State committee if properly substantiated and approved by the county committee:
 - a. Death, Disappearance, or Incompetency - Claim for the proceeds of a check issued to an applicant who has died, disappeared or who has been declared incompetent.
 - b. Mechanical Errors in State or County Offices - Claim by an applicant where a mechanical error was made in the State or county office.
 - c. Error in Division of Payment - Claim of an applicant where an error was made in the division of the payment for the farm. Claims of this nature can not be approved by the State committee until the amount of the overpayment is recovered by refund or set-off. However, such claims should be submitted promptly to the State office so that there will be a timely filing of the claim.
 - d. Erroneous Set-off - Claim by an applicant where a set-off was erroneously made against his payment.
 - e. Misdelivery of Check - Claim by an applicant where his check was delivered to and cashed by another person.
2. Miscellaneous Claims - Claims which do not come within the classifications of paragraph 1, if considered meritorious by the county committee, may be transmitted to the State committee for consideration.
3. Underpayments -
 - a. If the check represents less than the amount due the applicant, deliver the check to such applicant and advise him that the acceptance thereof will not preju-

dice his claim for any additional payment to which he may be entitled.

- b. Obtain a statement of claim in writing over the signature of the claimant. In the event the claim is based on a change in basic agricultural data, the statement of claim must set forth clearly the change and the reason therefor. The check number, amount, and the disposition of the check received must be included in the statement of claim.
- c. Prepare a statement for the signature of the county committee, clearly setting forth the changes and the reasons for such changes.
- d. If the claim is found to be acceptable, prepare a corrected application for payment, listing thereon the names of all persons listed on the original application for payment. Such corrected application for payment shall bear the same serial number as the original application followed by the letter "A". Corrected applications for payment must be signed by the applicants whose payments are affected and should be securely fastened to the claim of the applicant and statement of explanation by the county committee. Corrected applications should not be listed on NCR-314 when forwarded to the State office.

4. Overpayments

- a. If it is discovered that the check represents more than the amount due the applicant, the check shall be returned to the Regional Disbursing Office which issued the check.
- b. Prepare a statement for the signature of the county committee, clearly setting forth the changes and the reasons for such changes.
- c. Prepare a corrected application for payment and forward it to the State office in accordance with the instructions set forth in 3 d.

5. Misdelivery of Checks - If a check payable to one person is erroneously delivered to another person and cashed by such person, proceed as follows:

- a. Obtain a statement of claim in writing from the proper payee setting forth the fact that he did not receive the check; that he did not contribute to the error which

was made in delivering the check to the wrong payee; and that he did not participate in the proceeds of the check.

- b. Prepare a statement for the signature of the county committee setting forth the circumstances surrounding the misdelivery of the check. Forward the statement of claim and the statement of explanation to the State office.

E. REFUNDS

1. If it is discovered that an applicant has received and cashed a check which is in an amount greater than the amount to which he is entitled, proceed as follows:
 - a. Prepare a statement for the signature of the county committee clearly setting forth the changes and the reasons for such changes.
 - b. Prepare a corrected application for payment for the person overpaid and forward it to the State office in accordance with the instructions set forth in D 3 d, except that the corrected application for payment need not be signed by the applicant.
 - c. Request the applicant to refund the amount of the overpayment. All refund remittances should be in the form of money orders, cashier's checks, or certified checks, and should be drawn to the order of "Treasurer of the United States." All refunds shall be sent to the State office together with a memorandum, in duplicate, indicating the amount of the refund, the form of the remittance (money order, cashier's check, certified check, etc.), the name of the bank upon which the check is drawn, the name of the applicant whose account is to be credited, the State and county code and serial number of the application for payment in connection with which the refund is made, and the reasons for making the refund.
2. If it is discovered that a check has been delivered to other than the proper person, proceed as follows:
 - a. Notify the State office of such fact by memorandum.
 - b. Request the person who received and cashed the check to refund the amount of the check. If a refund is obtained it should be handled in the manner set forth in paragraph 1 c.